



## **ASSOCIATED STUDENTS, INC.**

California State University, Los Angeles

### ASI COLLEGE REPRESENTATIVE

Reports To: ASI President

#### POSITION SUMMARY

College Representatives are responsible for acting as a liaison for the students of their respective Colleges. Twelve student College Representatives serve on the Associated Students, Incorporated (ASI) Board of Directors. Each of the six Academic Colleges at Cal State LA have two representatives. College Representatives liaise with programming units within their colleges and support student services and initiatives. Additionally, College Representatives sit on various college-specific committees as determined by their respective Dean.

#### SKILLS AND ABILITIES

- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Ability to handle multiple projects and meet deadlines
- Creative, flexible, and innovative team player
- Ability to work on complex projects with general direction and minimal guidance
- Working knowledge and understanding of ASI policies and bylaws

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to meeting and maintaining Cal State LA academic standards, the following reflects ASI's definition of essential functions for this position. This does not restrict the tasks that may be assigned or expected, as ASI's Board of Directors may delegate additional duties and responsibilities at any time, due to reasonable accommodation or refocus.

- Conducts research and identifies issues that affect students, prioritizes those issues, and presents them to the BOD for solution-oriented answers and action
- Assesses and maintains an archive of constituents' opinions, needs, desires, as well as the college's goals and challenges (State of Affairs report)
- Responds to the individual needs and concerns of their student constituents and keeps regular office hours
- Attends all BOD meetings, acts as a College liaison to ASI and relays information to the BOD accordingly
- Sits on one (1) or attends one ASI standing committee and sits on one (1) university committee (college-specific preferred)
- Sits on the Cabinet of College Representatives (CCR) and Shared Governance Council
- Relays information from ASI to the College Student Organizations, including ASI funding opportunities and procedures
- Maintains strong communication and relationships with the college dean and/or associate deans, department chairs, and faculty



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- Meets with the College Dean or designee regularly to discuss college specific issues
- Meets with College Clubs regularly to discuss issues and report back to the BOD

### PROFESSIONAL STAFF SUPPORT

#### Executive Director and the Assistant to the Executive Director:

- Assists the with the orientation/incorporation of Cabinet of College Representatives appointees
- Advises on policy and sensitive matters related to team management
- Provides infrastructure support (emails, web content, etc.)
- Expands and strengthens the University's perception/understanding of the College Representative's function

#### Senior Coordinator of Student Engagement & Outreach:

- Coordinates training and professional development opportunities
- Strengthens communication between ASI and the areas the CCR supports/represents
- Helps identify new and creative student outreach opportunities
- Reinforces the relationship between the CCR and the ASI Board of Directors
- Provides administrative support to the CCR
- Assists with CCR agenda development and posting
- Supports an Annual CCR Agenda that complements the ASI Strategic Plan
- Assists with the management/assessment of CCR (and individual members) projects
- Supports CCR (and individual members) budget development and tracking

#### Graphics & Marketing Coordinator:

- Gains CCR feedback regarding ASI branded giveaways and merchandise
- Develops marketing and promotion campaigns for and in concert with the CCR (and individual members)

#### Office Manager:

- Manages the administration of Grant-in-Aid for the CCR

### THE CABINET OF COLLEGE REPRESENTATIVES

This Cabinet strengthens communication amongst college representatives by sharing developments, programs, and concerns as a collective. This body assesses students' needs and develops strategies to address their needs on short-term and long-term basis. The Cabinet also establishes inter-collegiate initiatives and collaborative opportunities while assessing funding allocations and student outreach/impact. For more information about this Cabinet visit: <https://asicalstatela.org/committee/cabinet-college-representatives>

### SHARED GOVERNANCE COUNCIL

The council reviews, researches and makes recommendations on academic and administrative policy affecting students. This body also develops formal responses to be published via resolutions, white papers, student impact statements, etc. Additionally, the council works with all appropriate areas in order to ensure that genuine Shared Governance is upheld between students, faculty, and administration. For more information about the Shared Governance Council visit: <https://asicalstatela.org/committee/shared-governance-council>